



Office of Auxiliary

Auxiliary Administrative Procedures Course

Instructor Guide

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United States Coast Guard

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Ref: (a) Auxiliary Manual, COMDTINST M16790.1E

1. PURPOSE. This Publication is intended for use as the instructor's guide for the Auxiliary Administrative Procedures Course. It is published for instructional purposes only and is not policy material.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units and assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure Auxiliarists, directors of Auxiliary, and any military or civilian Coast Guard members who have Auxiliary involvement shall become thoroughly familiar with this Publication.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. The Auxiliary Administrative Procedures Course Student Study Guide should be reviewed in its entirety as it outlines procedures necessary for effective training for volunteers. The publication has been developed extensively by Coast Guard Auxiliary provisions of the Coast Guard Authorization Act of 1996 (Public Law 104-324) and other pertinent changes within the Auxiliary program.

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U.S. COAST GUARD AUXILIARY DEPARTMENT OF TRAINING



AUXILIARY ADMINISTRATIVE PROCEDURES COURSE

INSTRUCTOR GUIDE

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INTRODUCTION

- A. Obviously, there is always a great temptation to teach to the study guide, covering only those topics that have questions. It is the intent of the study guide to require the student to review the material present in the Auxiliary Manual, COMDTINST M16790.1 (series). For many, this may be the only reading of the MANUAL they will have during their Auxiliary careers. If the study guide were to cover every topic within the lesson plan the student would be copying all the sections of the MANUAL - a time consuming and unrewarding use of time.
- B. The instructor guide contains all the questions present in the Student Study Guide as well as the correct answers to these questions. Answers are indicated in bold face type. Additionally, reference to the appropriate sections of the MANUAL is listed with each question. Questions are arranged to parallel the presentation of the lesson plans. The student should consider the study guide as a homework assignment and not attempt to answer the questions during the initial presentation of the material. Familiarity of the MANUAL is the goal of the course and will be needed to complete the examination at the conclusion of the course.
- C. The study guide contains various modalities of questioning. There are multiple choice, fill-in answers and short answer styles of questions. If a student does not understand why a particular answer is incorrect, attempt to discuss and clarify the question at the beginning of the next lesson before proceeding with the new lesson. In the interests of time, copies of the answer sheet may be distributed at the beginning of the next lesson to allow the student to check his/her own answers. This would allow time to be focused only on those questions that may have caused difficulties.
- D. The instructor should adhere to the lesson plan as closely as possible. Digressing into side topics and areas of the MANUAL not covered by this course will consume more time than is intended. These considerations should be considered during the AUXMIN specialty course or discussed at meetings.

OBJECTIVES

- A. The Auxiliary Administrative Procedures Course (APC) is an overview of the Auxiliary Manual, COMDTINST M16790.1 (series) that will serve as a foundation for the information needed for the elected officers at the flotilla and division levels. The course is designed to be given over four-lessons. THE MANUAL is the sole text for the course. The instructor will lead the students in examining those topics that provide the basics of administering the Auxiliary. It is not the intent of this course to have the student memorize the material in this course, nor is it to be a detailed examination of all the topics within THE MANUAL. By the end of the course the student should have a general understanding of the material and where it can be found. However, the student should follow along with the instructor when the topics of THE MANUAL are considered. It should be stressed to the students, that although this is an open book test it would be necessary to become familiar with THE MANUAL in order to complete the examination in the allotted time period.
- B. The instructional outline does not use the same numbering sequence used in THE MANUAL. The sections listed in the accompanying "lesson" listing refer to the sections listed in the Instructor's Guide.
- C. It should also be noted that there is a great degree of overlap between the APC and the Auxiliary Administration (AUXMIN) course. Students and instructors may wish to continue teaching the AUXMIN material after completing the APC material or students may wish to arrange to take both tests after the AUXMIN course has been completed.

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INSTRUCTOR'S INSTRUCTIONS

LESSON 1

1. Chapter 1 - History, Purpose & Administration: all sections
2. Chapter 2 - Auxiliary Missions: (all sections)
3. Review the basic history of the Auxiliary from a rich, historical perspective not only to instill some degree of pride in the organization but also to show how it has evolved through time to meet new needs of the Coast Guard, the Auxiliary and the boating public. The dates selected represent pivotal points in the evolution of the role of the Auxiliary. (Page 1-1 to 1-3). Stress the fact that the role of the Auxiliary is determined by acts of Congress. Note the importance of each of the indicated sections.
4. (Page 1-3 to 1-4) Section 4. The role of the Auxiliary should be defined, stressing its nonmilitary uses.
5. (Page 1-4 to 1-6) Customs & Courtesies. Stress saluting and the Pledge of Allegiance. Uniform topics will be considered separately. Actions of one Auxiliarist reflect on all others. Other branches of the Armed Forces do not necessarily recognize Auxiliary insignia and will probably consider you as a regular. Do not embarrass yourself, the Auxiliary or the Coast Guard.
6. (Page 1-6) Section C.1; review authority.
7. (Page 1-9) Section C.6; role of District Commander
8. Section C.9; role of Director of Auxiliary
9. Other positions indicated, while of use to AUXMIN, will have little to do with the general day to day operations of the flotilla or division.
10. (Page 1-12 to 1-13) Auxiliary Administration. Consider the four levels, the chain of leadership and stress the concept of parallel staffing.
11. (Page 1-13 to 1-15) Volunteers & Leadership. Stress the importance of leadership for volunteers and management procedures. This section, although small, is the key to having a successful term of office. A brief mention of budget and AUXMIS is all that is needed at this point.
12. (Page 2-1 to 2-4) Note the four cornerstones from their original concept to their current revision. Section A.3 and A.4 Briefly review programs offered. Stress the unauthorized programs.

13. (Page 2-14; 2-17) Review Flotilla Goal Development; overview and definitions. Stress section of Member Recognition. The flotilla/division is only as good as its members, not just its leadership. Involve all members in setting flotilla goals. Goals set by one officer are a quick route to alienating the rest of the membership.

LESSON 2

1. Chapter 3 Membership: all sections
2. Chapter 4 Auxiliary Organizational Structure
3. (Page 3-1 to 3-6) Discuss eligibility, enrollment, and member categories. Note the different Transfer situations.
4. (Page 3-19 to 3-21) Review the administrative action flowchart. The sections detailed in the manual are too intense at this level of review. It is better that the student knows that the details are in the manual. The flow chart effectively hits the high points. This course is supposed to have positive influence on the student. Stressing this section too heavily may have just the reverse impact.
5. (Page 4-1 to 4-6) As an introduction to this part, note the four levels of the Auxiliary. Under the flotilla, consider those sections as listed in the basic outline. If time permits, consider the same topics under the division heading.
6. (Page 4-6 to 4-10) Consider the division structure as listed in the outline. Since this course is primarily geared for division and flotilla elected officers it should only be necessary to define EXCOM, the National Board, and NEXCOM.
7. (Page 4-16 to 4-17) Elections. Stress this section, particularly the duties of the elected officers. Also refer to Appendix A-4 for eligibility for office. Directors are responsible for certifying the eligibility of anyone elected and for approving all election results.
8. (Page 4-17) Officers in a vice capacity. Note the duties of vice offices
9. (Page 4-18) Election guidelines. Review a-m. (Page 4-20) Removal from office. Again, try not to stress the negative. This is primarily to let the student know it is possible.

LESSON 3

Chapter 4 Auxiliary Organizational Structure

1. Chapter 5 Rules and Regulations: all sections
2. Chapter 6 Support & Basic Materials
3. Chapter 7 Human Resources

4. (Page 4-21 to 4-25) Staff officers. Stress responsibility of staff officers and their appointment.
5. (Page 5-1 to 5-5) Review those paragraphs as indicated in the outline. Memorizing the paragraph number is not important; knowing the restrictions and definitions is. This is the legal basis of the framework of the Auxiliary.
6. (Page 5-6 to 5-9) Note the importance of the making public appearances and what the restrictions are. Fully discuss privacy and freedom of information. These are dry topics but they are VERY important.
7. (Page 5-8 to 5-9) Official Mail. This section is the life of the Auxiliary as it pertains to communicating information. Note the distinction between official and unofficial mail.
8. (Page 5-12 to 5-14) Solicitations, donations etc. Review the background and policy.
9. (Page 5-18) Note the uses of the Official Emblem & Seal of the Auxiliary.
10. (Page 5-18 to 5-22) Know the nature and types of assignment to duty.
11. (Page 5-27 to 5-28; 5-34) Public Education Course Fees. Understand the nature of these fees. Courses cannot be advertised as free if the student must pay money to attend the class or acquire materials. Note the section about physically challenged students.
12. (Page 5-28) Incorporation. Note that only the National Board may be incorporated.
13. (Page 6-1) A brief review of the available sources of supplies. Only an overview is needed for familiarization purposes.
14. (Page 7-1 to 7-2) Discuss civil rights, the responsibility of safe guarding them and the basic procedure for processing complaints.
15. (Page 7-8 to 7-13) Discuss sexual harassment, the responsibility of safe guarding them and the basic procedure for processing complaints. It is the elected officers' responsibility to be aware of the Commandant's policies on civil rights and sexual harassment and diversity.

LESSON 4

1. Chapter 8 Member Training
2. Chapter 9 Reimbursement
3. Chapter 10 Uniforms

4. Chapter 11 Auxiliary Member Recognition
5. (Page 8-1 to 8-2) Introduce MT, its authority and opportunities.
6. (Page 8-2 to 8-11) Briefly review the programs available. Detail is not essential here.
7. (Page 9-2 to 9-3) Discuss the six types of orders.
8. (Page 9-7) Discuss the reimbursement guidelines. We are not trying to teach how to fill out orders here, consider that for a flotilla-training topic. This is for the officer reference.
9. TRAVEL CLAIM PROCEDURES (9-7) Prior to the Auxiliarist's first travel claim submission, the member must register for electronic transfer/direct deposit of the reimbursement check.
10. (Page 10-1 -10-3) Uniforms set the standard in more ways than one. How the uniform is worn indicates what the member thinks of the organization. It is also the view that everyone sees. It is the officers' responsibility to see that it is worn properly. Note the sections concerning when uniforms are REQUIRED, authority and description.
11. (Page 10-4 to10-6) Discuss standards and appearance.
12. (Page 10-6 to 10-10) Discuss components of the uniform; note the sections about outer garments. Wearing civilian clothing over uniforms is not the proper way to wear a uniform.
13. (Page 10-22 to 10-46) Briefly review the types of uniforms for men and women. Note the occasions for the wearing of specific uniforms.
14. (Page 11-1 to 11-9) Note the difference between Auxiliary Awards, Coast Guard Awards and non-military Awards.
15. (Page 11-10 to 11-12) Briefly discuss recommendations for awards and procedures to be followed.
16. (Page 11-14 to 11-16) Point out the manner of wearing awards and attachments.
17. (Page 11-19 to 11-23) Note the location of the awards precedence list and what it means.

LESSON 1. The following questions concern the topics considered in the first lesson.
All answers are from the Auxiliary Manual, COMTDINST M16790.1E.

CHAPTER 1

1. Congress renamed the United States Coast Guard Reserve as the Coast Guard Auxiliary in
 - a. 1939
 - b. 1941 * 1.B.1.**
 - c. 1944
 - d. 1996
2. The United States Coast Guard Reserve was established by Congress in 1939 and was composed of unpaid, volunteer United States citizens who owned motorboats and yachts. **1.B.1.**
3. What were the two purposes of the Coast Guard Auxiliary as established in the Act of 1944? **1.B.2.b**
 - a. indoctrinate small craft owners in safety requirements in the operation and navigation of small craft.
 - b. After suitable training, carry out certain duties of the Coast Guard relative to safety of navigation.
4. The Coast Guard Authorization Act of 1996:
 - a. allows the Commandant of the Coast Guard to define the duties of the Auxiliary.
 - b. considers each Auxiliary unit and element an U.S. instrumentality for certain civil matters.
 - c. considers Auxiliary vessels, when assigned to duty, as public vessels of the U.S. and as C.G. vessels.
 - d. All of the above. *1.B.3**
5. Although an element of the Coast Guard, the Auxiliary is declared by statute to be NON-MILITARY. The Auxiliary's role (does/DOES NOT) extend to law enforcement. 1.B.4.
6. Which of the following does not require a salute by an uniformed Auxiliarist?
 - a. a salute initiated by Armed Forces officers
 - b. a salute initiated by NOAA members
 - c. the National Ensign passing in parade
 - d. the District or National Commodore *1B.7.b.**

7. What is the saluting protocol for the Pledge of Allegiance?

Whether in uniform or not, stand at attention and place the right hand over the heart. 1.B.7.c.

8. What is the protocol for the posting of the colors when indoors and in uniform?

Stand at attention, facing the National Ensign until the colors are posted. 1.B.7.d.

9. What gives the Commandant the authority to administer the Coast Guard Auxiliary? Title 14, USC 821 1.C.1.

10. The senior Coast Guard officer in a Coast Guard district who is the direct representative for administering the Commandant's policies is the:

- a. District Commander (d) * 1.C.6.
- b. District Commodore (DCO)
- c. District Chief of Staff (dcs)
- d. Director of Auxiliary (oax)

11. It is the responsibility of the Director of Auxiliary (oax) to:

- a. conduct all District Board meetings.
- b. determine the lesson plans for all public education courses
- c. develop District policy procedure with the DCO and EXCOM *1.C.9.a.
- d. determine the dues of Auxiliary units

12. The chain of leadership and management is a communication process designed for (ELECTED OFFICERS/staff officers). *1.D.2.

13. Give an example of the use how a member would use Chain of Communication to contact the Director of Auxiliary about an error about the member's qualifications?

Member writes a letter to the FC; FC endorses and sends to DCP with an attached cover letter; DCP endorses and forwards to DIRAUX and copies respective RCO.

14. Give an example of how an operations policy would be distributed using parallel staffing? DSO-OP to SO-OP to FSO-OP to members.

15. Parallel staffing is a communication process designed for (elected officers/STAFF OFFICERS). *1.D.3.

16. The elected officer of an Auxiliary unit:

- a. must employ motivational techniques to attain objectives
- b. is still a civilian volunteer without command authority
- c. uses collective effort for group achievement
- d. all of the above *1.E.

17. The most effective and rewarding use of Auxiliary Staff officers is to :
- a. tell them exactly what you want done
 - b. delegate authority and consult with them on their progress *1.E.2.
 - c. let the staff create plans and policies on their own
 - d. all of the above
18. Which of the following is important for unit meetings?
- a. Written agenda of the meeting's business
 - b. Standard meeting time and place
 - c. Wearing of appropriate uniforms or uniform options by all members
 - d. All of the above * 1.E.2.b.
19. What is AUXMIS? Auxiliary Management Information System; a management database about Auxiliary membership and units. 1.E.4.

CHAPTER 2

1. What were the original "four cornerstones" of the Auxiliary?

Courtesy Marine Examinations, Public Education, Operations, Fellowship. 2.A.2.a.

2. What activities are included in Member Services?

FN, IS, MA, PS, MT, LP, PA, PB, SR 2.A.2.a.1

3. What activities are included in Recreational Boating Safety?

MV, PE, VE 2.A.2.a.2

4. What activities are included in Coast Guard and State Support?

AN, AV, CC, CM, MS, OP 2.A.2.a.3

5. Which of the following programs is NOT authorized for Auxiliary sponsorship?

- a. administrative support of the Coast Guard
- b. bridge administration
- c. Sea Explorers * 2.C.1.
- d. Port safety and security

6. An Auxiliary unit may support Boy/Girl Scout groups when approved by the Commandant. (TRUE/FALSE). 2.C.1.

7. Naval Sea Cadets may not be given public education courses taught by the Auxiliary. (TRUE/FALSE). 2.C.1.

8. Who is responsible for establishing the initial flotilla goals for each calendar year?

- a. FC * 2.E.3.g.
- b. DCP
- c. DCO
- d. NACO

9. Upon establishing the flotilla goals, the goals are then sent directly to DCP. 2.E.4.b.

10. How many hours of activity are needed for the Sustained Auxiliary Service Award?

- a. 100 service hours
- b. 750 service hours * 2.E.5.
- c. 4 hours as lead instructor
- d. 8 operational hours

LESSON 2.

CHAPTER 3

1. The minimum requirement for Auxiliary membership is to be a U.S. citizen and least _____ years of age or older.
 - a. 16
 - b. 17 * 3.A.1.
 - c. 21
 - d. 25
2. Upon completion of training, Auxiliary membership is approved by:
 - a. FSO-MT
 - b. FC
 - c. DCO
 - d. Director of Auxiliary *3.C.1.
3. Membership entitles Auxiliarists to all of the following EXCEPT:
 - a. use of Dept. of Defense exchanges for all goods and services except alcohol and tobacco *3.B.1.b.10
 - b. voting on any flotilla matter
 - c. eligibility to receive Coast Guard orders
 - d. authority to use government vehicles to perform official business
4. Retired status (is/is not) a membership category. *3.B.2.
5. Which of the following is most correct about a member with retired status?
 - a. may wear uniform with insignia of highest rank
 - b. may fly the Auxiliary ensign on a currently inspected facility
 - c. no longer pays dues
 - d. all of the above are correct * 3.B.2.c.
6. Who is allowed to have life membership?
 - a. members at least 65 years of age or older
 - b. members with at least 15 years of service
 - c. DCOs at the conclusion of their term of office * 3.B.3.
 - d. No one is given life membership.
7. The status of honorary membership is awarded by the DCO and the Director for a term of one year or a lifetime. * 3.B.4.a.

8. In the membership number, 014-11-03-076, the division is represented by the number:
- a. 014
 - b. 11 * 3.C.3.b.
 - c. 03
 - d. 076
9. In the membership number, 014-11-03-076, the flotilla is represented by the number:
- e. 014
 - f. 11
 - g. 03 * 3.C.3.d
 - h. 076
10. Who must sign a "transfer request within a district" before submission to the Director?

The member transferring, the current FC and the prospective FC. (Additional requirements may vary according to District policy.) *3.D.1.

11. When transferring between districts, what is the role of the FC?

Notify the Director via the Chain of Leadership and Management of the member's desire to transfer and the member's current standing. If the member has selected a new flotilla already, the gaining FC should advise the new Director through channels. The new FC will contact the transferring member, after which the Director approves the transfer. *3.D.2.

12. What conditions could deny the transfer of a member?
- a. delinquency of dues
 - b. failure to return Auxiliary or CG property
 - c. pending administrative or disciplinary procedures
 - d. any of the above *3.D.3.
13. Considering the Administrative Actions Flow Chart, suspension or revocation of a member's qualifications is considered as a punitive action performed by the Director. * Appendix 3-A

CHAPTER 4

1. The elected officer responsible for managing the flotilla is the FC. * 4.A.1.a
2. The elected officer responsible for managing the division is the DCP.
*4.A.1.b.
3. The elected officer responsible for managing the district is the DCO. *
4.A.1.c.
4. The elected officer responsible for managing the national organization is the
NACO. * 4.A.1.d.
5. For an initial charter, a flotilla must consist of at least 15 Auxiliary members
unless waived by the District Commander. * 4.B.1.
6. Authority to establish a flotilla is vested in the District Commander. * 4.B.5.
7. Disestablishment of a flotilla should be considered if membership falls below
10 members. * 4.B.6.a.
8. The DCP may place a flotilla on probation, and must inform each flotilla member
with the reason for probation, the probationary period, and the conditions for
probation removal. * 4.B.6.d.
9. A recommendation for disestablishment requires a two thirds majority of the
division board member vote. * 4.B.6.f.
10. Assets of a disestablished or disbanded flotilla become the property of
 - a. the members of the disestablished flotilla
 - b. the Division * 4.B.6.i.
 - c. the District
 - d. the National Board
11. A flotilla detachment (is/is not) an independent unit. * 4.B.7.a.
12. The head of the flotilla detachment must be an elected officer. (TRUE/FALSE).
* 4.B.7.c.
13. At a flotilla meeting, a quorum of one third of the eligible voting members is
required to conduct business unless otherwise specified in the flotilla standing rules.
* 4.B.8.a.
14. Absentee ballots are allowed for members in good standing when voting on flotilla
business. (TRUE/FALSE). *4.B.8.b.

15. A division must have 5 or more flotillas unless waived by the District Commander. * 4.C.1.
16. If a division falls below 5 flotillas, what actions may be taken by the District Commander?
1. grant a waiver
 2. disestablish the division * 4.C.6.a.
17. Who are the voting members of the division board?
- DCP, VCP, IPDCP, every FC of the division, and the DCO (ex officio). * 4.D.1; 4.D.1.b
18. When may a vice elected officer conduct a board meeting?
- When the FC or DCP is unable to attend. * 4.D.1.a.
19. Who may vote at a board meeting in the absence of the elected unit officer or vice officer?
- The Immediate Past Officer will have a vote unless specified otherwise in writing by that officer's senior elected officer. Otherwise, the senior elected officer must designate another representative who will have NO VOTE on the board.
* 4. D.1.a.
20. To carry a motion, what kind of vote is required?
- A simple majority of affirmative votes present and actually voting unless a two-thirds majority is required by the manual. (Abstentions do not count in the total for votes cast.) * 4.D.1.d.
21. Who are the voting members of the District Board?
- Director, DCO, IPDCO, VCO, RCOs, and all DCPs of the district. The Past Captain's Association President may also be authorized in the district standing rules.
* 4.D.3.
22. The term of newly elected officers begins on January 1 of the year following their election. * 4.E.1.
23. The purpose of the "vice-officer" is to function as the unit's chief of staff
* 4.E.2.b.
24. Who reports to a "vice-officer"?
- a. elected officers at the highest level
 - b. staff-officers at the next highest level
 - c. no one has to report to a vice elected officer
 - d. staff officers at the same unit level * 4.E.2.b.

LESSON 3. The questions in this lesson continue with questions of Chapter 4 starting at page 4-18 in the Manual.

CHAPTER 4

1. The Director is responsible for certifying the eligibility of elected officer and for approving election results. * 4.E.4.h.
2. All flotilla elections must be held by 15 December. *4.E.4.i.
3. To be eligible for nomination to elected office, the nominees for office must have completed AUXMIN, APC, or an elected officers course. * 4.E.4.b.
4. What are the requirements for FC eligibility?
 - a. must be a member at least one year prior to nomination
 - b. must be currently qualified as VE, IT or be qualified in Ops
 - c. completed AUXMIN, APC, or an elected officers course * Appendix 4-A
5. What is the term of office for a VFC?

One year * Appendix 4-A

6. What are the eligibility requirements for a DCP?
 - a. must have at least one half a term as a regular Division Board member
 - b. must have been active for the preceding 12 months and current in the requirements of VE, IT or Ops. * Appendix 4-A
7. How many terms are authorized for the DCP?
4, providing no more than 2 are consecutive * Appendix 4-A

8. What is the length of term of office for a DCO?

Two years * Appendix 4-A

9. How many terms are authorized for a DCO?

One term * Appendix 4-A

10. What is the length of term of officer for a RCO?

One year * Appendix 4-A

11. How many terms are authorized for a RCO?

Two terms * Appendix 4-A

CHAPTER 5

1. The Auxiliary is a non-military organization established by Congress and administered by the Coast Guard. * 5.A.
2. Regarding U.S. code, Title 14: authorization for use of the words "Coast Guard Auxiliary" is described in paragraph _____.
 - a. 639 * 5.A.2.
 - b. 822
 - c. 829
 - d. 831
3. Regarding U.S. code, Title 14: Administration of the Coast Guard Auxiliary is authorized in paragraph _____.
 - a. 639
 - b. 821 * 5.A.2.
 - c. 823
 - d. 826
4. Auxiliary facilities when authorized by the Coast Guard shall be considered as vessels of the Coast Guard or a radio station of the Coast Guard according to paragraphs 826 to 829 of U.S. code, Title 14. * 5.A.2.
5. Regarding U.S. code, Title 14: travel order reimbursement is authorized by paragraph 831. * 5.A.2.
6. As a private citizen, an Auxiliarist may appear or testify in uniform without Coast Guard Approval. (TRUE/FALSE) *5.C.1.
7. If representing the Auxiliary or appearing in uniform in an official capacity, whose approval is required?
District Commander * 5.C.2.d.
8. Membership rosters may be given to local marinas and marine stores to increase the ease of contacting people about safe boating. (TRUE/FALSE). * 5.D.3.
9. Official mail can be used to send specialty course materials to Auxiliary students. (TRUE/FALSE). * 5.E.2.a.5.
10. Official mail can be used when contacting companies interested in assisting the Auxiliary. (TRUE/FALSE). *5.E.2.b.

11. Auxiliarists may contact private businesses for support of local flotillas. (TRUE/FALSE) * 5.G.2.a.
12. Raffles or other fund raising activities may be conducted among Auxiliary members at Auxiliary functions. (TRUE/FALSE) * 5.G.2.f.
13. Auxiliary units are authorized to accept the free use of space from yacht clubs and businesses in order to conduct authorized Auxiliary activities. (TRUE/FALSE) *5.G.2.h
14. Auxiliary units which are not incorporated are prohibited from owning motor vehicles, aircraft and mobile trailers. (TRUE/FALSE) * 5.G.2.i.
15. Use of the Coast Guard Auxiliary emblem by a commercial concern must be approved by the Commandant (G-OCX). * 5.J.4.b.1.
16. The Coast Guard Auxiliary official seal is designed for use on documents such as:
Official invitations, programs, certificates, diplomas or for display at exhibits.
*5.J.4.b.2.
17. Auxiliarists performing Auxiliary activities supporting Auxiliary programs are considered:
- a. assigned to duty * 5.K.1.
 - b. volunteering their time
 - c. scheduled facilitators
 - d. civilian employees
18. In the event of injury while performing vessel examinations an Auxiliarist is "covered" by:
- a. his own insurance
 - b. no insurance since the time is volunteered
 - c. a flotilla umbrella policy
 - d. statutorily described medical or disability compensation * 5.K.2.
19. For performing scheduled Auxiliary functions, an Auxiliarist should notify the _____ and keep a written log of activity.
- a. DCP
 - b. District Commander
 - c. Appropriate elected officer or staff officer * 5.K.4.
 - d. Commanding officer of the local CG unit
20. In order to deploy an operational facility, there must be Coast Guard reimbursable or non-reimbursable orders. * 5.K.8.

21. In the event of an accident while assigned to duty, who should be notified of facts and circumstances as soon as possible?

The Director, the order-issuing authority, the DSO-LP, and the Auxiliarists personal insurance company. * 5.K.9.a.

22. When traveling to flotilla meetings, the Coast Guard (WILL/WILL NOT) cover Auxiliarists for third party liability. * 5.K.11.

23. Public education fees can be used for all of the following EXCEPT:

- a. course material in addition to the textbook
- b. custodial fees for room maintenance in a public building
- c. payment to course sponsors
- d. support of flotilla raft-ups *5.M.7.

24. Arrangements and costs for accommodating physically challenged students in boating safety classes are:

- a. funded through the CG and coordinated by the Director * 5.R.2.b.
- b. borne by the individual student
- c. funded by the Auxiliary District
- d. funded by a surcharge to the other student in the boating safety class

CHAPTER 6

1. Training forms are ordered through the Auxiliary National Supply Center (ANSC). * 6.A.2.
2. The Auxiliary Center (AUXCEN) stocks Auxiliary public education materials and receives no government funding. * 6.A.3.
3. Who reviews and approves all official Coast Guard Auxiliary public education course materials?
The Coast Guard *6.A.4.

CHAPTER 7

1. The Coast Guard Auxiliary Civil Rights Counselor is nominated by the DIRECTOR after consulting with the DCO and is submitted to the District Commander for approval. * 7.A.2.a.
2. If a civil rights complaint cannot be handled by the local unit or the CGAUX/CRC for processing within the Auxiliary, it may be formally filed with the CG District Civil Rights Officer. *7.A.3.c.
3. The key to preventing sexual harassment is personal leadership and commitment. * 7.B.2.c.
4. Which Auxiliarists must receive training in areas of sexual harassment?
 - a. Only elected officers.
 - b. District and Division elected officers and staff officers.
 - c. All Auxiliary personnel * 7.B.3.a.
 - d. Only those who volunteer for such training.
5. Coast Guard sexual harassment training must be performed___.
 - a. monthly
 - b. annually * 7.B.5.a.
 - c. biannually
 - d. only when a flotilla has 5 or more new members

LESSON 4

CHAPTER 8

1. To become an Auxiliary member, the applicant must pass the B.S. & S. Course with a score of 80% or higher. (TRUE/FALSE). 8.C.1.c.3.
2. To participate in the Boat Crew Program members must have first passed or challenged the core portion of the B.S. & S. Course, S & S Course, Boating Safety Course, or U.S. Power Squadron's Public Boating or Boat Smart Course. (TRUE/FALSE). * 8.C.3.a.
3. To become active in the Courtesy Marine Examinations program members must have first passed or challenged the core portion of the B.S. & S. Course, S & S Course, Boating Safety Course, or U.S. Power Squadron's Public Boating or Boat Smart Course. (TRUE/FALSE). * 8.C.7.a.
4. For initial qualification as a VE, in addition to passing the VE qualifications examination must satisfactorily conduct ____ CMEs.
 - a. 1
 - b. 1 CME and 1 PWC safety check
 - c. 5 * 8.C.7.b.
 - d. 10
5. To attend a National "C" school, applications are made to the ____ Training Quota Center (TQC) using the ____ Short-term Training Request Form (CG-5223) _____. * 8.D.2.a.
6. Coast Guard Correspondence courses are administered by the
 - a. local CG District
 - b. Headquarters at Washington D.C.
 - c. the DSO-MT
 - d. the Coast Guard Institute * 8.E.1.

CHAPTER 9

1. Reimbursable orders consider Auxiliarists are salaried employees. (TRUE/FALSE) * 9.B.3.
2. During a critical operational need, verbal orders issued by a local CG unit (DO/DO NOT) need to be followed up in writing unless there is reimbursement or injury, damage or mishap has occurred. * 9.E.4.
3. To attend a District Conference as a participating mission directive training leader, an Auxiliarist would be issued ____ orders.
 - a. Trip * 9.E.1.
 - b. Monthly
 - c. Patrol
 - d. Invitational
4. Reimbursable expenses allowed for operation of an Auxiliary Facility include:
 - a. electric power (Per diem docking may charge for additional electric usage.)
 - b. food
 - c. oil
 - d. all of the above * 9.H.

CHAPTER 10

1. The primary difference between Auxiliary uniforms and those of CG officers is that the Auxiliary uniforms have silver braid AND silver buttons. * 10.A.1.
2. When participating in activities during an ordered mission aboard an Auxiliary operational facility the uniform is optional. (TRUE/FASLE) * 10.A.3.a.
3. At a PE mission, members should wear different Auxiliary uniforms to get the public familiar with them. (TRUE/FALSE) * 10.A.3.d.
4. When members are on board a CG vessel and are assigned to duty, they shall only wear the Auxiliary member device regardless of their present office. (TRUE/FALSE) * 10.A.3.h.
5. Which uniform is NOT suitable for use with the combination cap?
 - a. Undress Blue - Winter
 - b. Dinner Dress Blue
 - c. Blue Blazer * 10.D.2.a and b
 - d. Dinner Dress White
6. Which uniform is suitable for use with the garrison cap?
 - a. tropical blue long * 10.D.3.
 - b. service dress blue alpha
 - c. working blue
 - d. blue blazer
7. Which caps are authorized for wearing with the undress uniform?
 - a. blue working utility cap
 - b. dark blue unit baseball cap
 - c. CG unit baseball cap if affiliated with specific CG units
 - d. any of the above * 10.D.4.
8. Which jacket is authorized for shoulder boards?
 - a. windbreaker
 - b. work jacket
 - c. trench coat
 - d. none of the above * 10.D.9.
9. What accessory coat may be worn over the Dinner Dress Blue, Dinner Dress White, and Service Dress Blue uniforms?

Overcoat or Trench coat * page 10-23 & 10-25

10. The major difference between the undress-blue summer, bravo uniform and the working blue uniform is the:
 - a. hat
 - b. shoes
 - c. shirt * pages 10-31, 10-32, 10-45, 10-46 (working blue uses a dark blue shirt)
 - d. trousers

CHAPTER 11

1. The award given to a member performing an assist or rescue at risk to the member's life is the:
 - a. Auxiliary Distinguished Service Award
 - b. Plaque of Merit * 11.B.2.
 - c. Auxiliary Meritorious Service Award
 - d. Award of Operational Merit
2. The award for an Auxiliarist who, in performance of duty, enhanced Auxiliary goals on a District level is the:
 - a. Auxiliary Distinguished Service Award
 - b. Plaque of Merit
 - c. Auxiliary Meritorious Service Award * 11.B.3.
 - d. Award of Operational Merit
3. Which of the following is NOT a Coast Guard Award?
 - a. CG Unit Commendation Award
 - b. CG Bicentennial Unit Commendation
 - c. Special Operations Service Award
 - d. DOT Gold Medal Award * 11.D.1.
4. With the exception of the Auxiliary Distinguished Service Award and the Flotilla Meritorious Achievement Award, who can make an Auxiliary award recommendation?

Any Auxiliary member via the Chain of Leadership and Management * 11.F.1.

5. In recommending an award, what must be included?

CG Award Recommendation Form (CG-1650) and a Summary of Action or Service.
* 11.G.

6. Which Auxiliary award has no corresponding miniature medal?

Specialty Award * 11.M.1.

7. Ribbons, miniature medals and regular devices may be worn together on the dinner dress uniforms. (TRUE/FALSE). * 11.M.1. + 11.M.2.
8. When awarded a silver letter "O" device it should be placed centered on the appropriate ribbon or miniature medal. (TRUE/FALSE) *11.M.4.a.
9. The "5/16" star is authorized for multiple personal, unit and discontinued AMOS awards. *11.M.4.b.

10. The Auxiliary award with the highest precedence is the
- a. Auxiliary Award of Merit
 - b. Auxiliary Distinguished Service Award * 11.P.1.
 - c. DOT Gold Medal Ribbon
 - d. Auxiliary Plaque of Merit
11. The correct manner of wearing medals and awards is described in CG Medals and Awards Manual (COMDTINST M1650.25 9series)) except as noted in the Auxiliary Manual. * 11.A.

LESSON 1

Chapter 1 History, Purpose & Administration: all sections

Chapter 2 Auxiliary Missions: (all sections)

Review the basic history of the Auxiliary from a rich, historical perspective not only to instill some degree of pride in the organization but also to show how it has evolved through time to meet new needs of the Coast Guard, the Auxiliary and the boating public. The dates selected represent pivotal points in the evolution of the role of the Auxiliary. (Page 1-1 to 1-3). Stress the fact that the role of the Auxiliary is determined by acts of Congress. Note the importance of each of the indicated sections.

(Page 1-3 to 1-4) Section 4. The role of the Auxiliary should be defined, stressing its nonmilitary uses.

(Page 1-4 to 1-6) Customs & Courtesies. Stress saluting and the Pledge of Allegiance. Uniform topics will be considered separately. Actions of one Auxiliarist reflect on all others. Other branches of the Armed Forces do not necessarily recognize Auxiliary insignia and will probably consider you as a regular. Do not embarrass yourself, the Auxiliary or the Coast Guard.

(Page 1-6) Section C.1; review authority.

(Page 1-9) Section C.6; role of District Commander
Section C.9; role of Director of Auxiliary

Other positions indicated, while of use to AUXMIN, will have little to do with the general day to day operations of the flotilla or division.

(Page 1-12 to 1-13) Auxiliary Administration. Consider the four levels, the chain of leadership and stress the concept of parallel staffing.

(Page 1-13 to 1-15) Volunteers & Leadership. Stress the importance of leadership for volunteers and management procedures. This section, although small, is the key to having a successful term of office. A brief mention of budget and AUXMIS is all that is needed at this point.

(Page 2-1 to 2-4) Note the four cornerstones from their original concept to their current revision. Section A.3 and A.4 Briefly review programs offered. Stress the unauthorized programs.

(Page 2-14; 2-17) Review Flotilla Goal Development; overview and definitions. Stress section of Member Recognition. The flotilla/division is only as good as its members, not just its leadership. Involve all members in setting flotilla goals. Goals set by one officer are a quick route to alienating the rest of the membership.

LESSON 2

Chapter 3 Membership: all sections

Chapter 4 Auxiliary Organizational Structure

(Page 3-1 to 3-6) Discuss eligibility, enrollment, and member categories. Note the different Transfer situations.

(Page 3-19 to 3-21) Review the administrative action flowchart. The sections detailed in the manual are too intense at this level of review. It is better that the student knows that the details are in the manual. The flow chart effectively hits the high points. This course is supposed to have positive influence on the student. Stressing this section too heavily may have just the reverse impact.

(Page 4-1 to 4-6) As an introduction to this part, note the four levels of the Auxiliary. Under the flotilla, consider those sections as listed in the basic outline. If time permits, consider the same topics under the division heading.

(Page 4-6 to 4-10) Consider the division structure as listed in the outline. Since this course is primarily geared for division and flotilla elected officers it should only be necessary to define EXCOM, the National Board, and NEXCOM.

(Page 4-16 to 4-17) Elections. Stress this section, particularly the duties of the elected officers. Also refer to Appendix A-4 for eligibility for office. Directors are responsible for certifying the eligibility of anyone elected and for approving all election results.

(Page 4-17) Officers in a vice capacity. Note the duties of vice offices.

(Page 4-18) Election guidelines. Review a-m. (Page 4-20) Removal from office. Again, try not to stress the negative. This is primarily to let the student know it is possible.

LESSON 3

Chapter 4 Auxiliary Organizational Structure

Chapter 5 Rules and Regulations: all sections

Chapter 6 Support & Basic Materials

Chapter 7 Human Resources

(Page 4-21 to 4-25) Staff officers. Stress responsibility of staff officers and their appointment.

(Page 5-1 to 5-5) Review those paragraphs as indicated in the outline. Memorizing the paragraph number is not important; knowing the restrictions and definitions is. This is the legal basis of the framework of the Auxiliary.

(Page 5-6 to 5-9) Note the importance of the making public appearances and what the restrictions are. Fully discuss privacy and freedom of information. These are dry topics but they are VERY important.

(Page 5-8 to 5-9) Official Mail. This section is the life of the Auxiliary as it pertains to communicating information. Note the distinction between official and unofficial mail.

(Page 5-12 to 5-14) Solicitations, donations etc. Review the background and policy.

(Page 5-18) Note the uses of the Official Emblem & Seal of the Auxiliary.

(Page 5-18 to 5-22) Know the nature and types of assignment to duty.

(Page 5-27 to 5-28; 5-34) Public Education Course Fees. Understand the nature of these fees. Courses cannot be advertised as free if the student must pay money to attend the class or acquire materials. Note the section about physically challenged students.

(Page 5-28) Incorporation. Note that only the National Board may be incorporated.

(Page 6-1) A brief review of the available sources of supplies. Only an overview is needed for familiarization purposes.

(Page 7-1 to 7-2) Discuss civil rights, the responsibility of safe guarding them and the basic procedure for processing complaints.

(Page 7-8 to 7-13) Discuss sexual harassment, the responsibility of safe guarding them and the basic procedure for processing complaints. It is the elected officers' responsibility to be aware of the Commandant's policies on civil rights and sexual harassment and diversity.

LESSON 4

Chapter 8 Member Training

Chapter 9 Reimbursement

Chapter 10 Uniforms

Chapter 11 Auxiliary Member Recognition

(Page 8-1 to 8-2) Introduce MT, its authority and opportunities.

(Page 8-2 to 8-11) Briefly review the programs available. Detail is not essential here.

(Page 9-2 to 9-3) Discuss the six types of orders.

(Page 9-7) Discuss the reimbursement guidelines. We are not trying to teach how to fill out orders here, consider that for a flotilla-training topic. This is for the officer reference.

TRAVEL CLAIM PROCEDURES (9-7) Prior to the Auxiliarist's first travel claim submission, the member must register for electronic transfer/direct deposit of the reimbursement check.

(Page 10-1 -10-3) Uniforms set the standard in more ways than one. How the uniform is worn indicates what the member thinks of the organization. It is also the view that everyone sees. It is the officers' responsibility to see that it is worn properly. Note the sections concerning when uniforms are **REQUIRED**, authority and description.

(Page 10-4 to 10-6) Discuss standards and appearance.

(Page 10-6 to 10-10) Discuss components of the uniform; note the sections about outer garments. Wearing civilian clothing over uniforms is not the proper way to wear a uniform.

(Page 10-22 to 10-46) Briefly review the types of uniforms for men and women. Note the occasions for the wearing of specific uniforms.

(Page 11-1 to 11-9) Note the difference between Auxiliary Awards, Coast Guard Awards and non-military Awards.

(Page 11-10 to 11-12) Briefly discuss recommendations for awards and procedures to be followed.

(Page 11-14 to 11-16) Point out the manner of wearing awards and attachments.

(Page 11-19 to 11-23) Note the location of the awards precedence list and what it means.